



JOB DESCRIPTION

Position Title: **Principal Coordinator**

Working Area: **Development Review**

Class Code: 4911

Exempt

EEO Code: 02

Effective Date: November 13, 2000

Major Function

Professional work involving the review, evaluation, coordination, and processing of development applications as related to land development and physical development projects within the County. Responsibilities include supervision and review to assure compliance with planning and zoning code, consistency with design criteria and other requirements of the land development regulations, and management of projects in the review process to insure the consistent, efficient and effective application of code, with good communication and coordination among all reviewers.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Serves as the supervisor for the review of site plan, subdivision, and other permit application packages to assure compliance with the engineering requirements of the County Code. Organizes, directs, and supervises work activities in the areas of project review and management.

Initiates and recommends, for approval by the Division Manager and the Department Director, the hiring, termination, performance evaluation and disciplinary or commendatory actions for assigned personnel.

Coordinates issues with other departments, divisions, outside agencies, applicants, developers, and engineers during the review of development projects, and makes recommendations to bring about consistency with established codes and regulations.

Evaluates and analyzes general planning and design criteria as related to land development code, for proposed development projects within, or affecting, Seminole County.

Provides technical assistance to other staff and officials on matters requiring analysis and interpretation of zoning code and comprehensive planning requirements. Prepares and presents written and oral reports for projects in pre-application conferences, project review team meetings, and at various board meetings, to advise of compliance or to disclose deficiencies relating to land development and other County Code.

Prepares agenda items for Board of County Commissioners meetings as necessary.

Advises developers, engineers, and the public, on County policies regarding land development requirements, planning and design criteria, and in matters relating to preliminary and final plats. Represents the department and division at various meetings and conferences and on local planning related advisory committees.

Attends Development Review Committee meetings and presents reports, comments, and recommendations for the approval, denial, or approval with conditions for projects in the review process.

Assists in the establishment, abolition, or revision of ordinances, rules, and regulations relating to land development regulations.

Assists in the review and hiring of consultants needed to implement program goals and objectives.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of the principles and practices of planning, zoning, land development regulations, and permitting, as applied to physical land development projects. Knowledge of local, state, and federal regulations pertaining to city and county planning issues, regulations, and programs. Ability to make effective oral presentations, prepare clear and effective planning and analytical reports and correspondence, and the ability to establish and maintain effective working relationships with co-workers, subordinates, and managers. Skilled in the use of microcomputers with various programs for planning analysis, database management, document preparation, and general information management.

Master's Degree in Planning, Landscape Architecture, or related area, and three years of responsible experience in the supervision, administration, or management of urban planning project review, or a Bachelor's Degree and five years experience in the supervision, management, and administration of urban planning project review. Background must include two years supervisory experience. Professional registration or certification is highly preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment is the normal office setting with occasional visits to field sites to meet with developers and consultants.